



United States Department of the Interior

FISH AND WILDLIFE SERVICE

5275 Leesburg Pike, MS: IRTM
Falls Church, VA 22041



March 28, 2019

In Reply Refer To:
FWS/AES/DCC/BLPS
FOIA #FWS-2019-00005

Jimmy Tobias
MuckRock News
DEPT MR 68320
411A Highland Ave
Somerville, MA 02144-2516
Email: 61942-28954539@requests.muckrock.com

Mr. Tobias:

The United States Fish and Wildlife Service (FWS) received your Freedom of Information Act (FOIA) request, dated October 2, 2018, and assigned it control number FWS-2019-00005. Please cite this number in any future communications with our office regarding your request. You requested the following documents pertinent to the FWS:

“Any guidance or memos issued in September 2018 that pertain to Fish and Wildlife Service administrative recording keeping and/or compliance with the Freedom of Information Act.”

We use Multitrack Processing to process FOIA requests. The Simple track is for requests that can be processed in one to five workdays. The Normal track is for requests that can be processed in six to twenty workdays. The Complex track is for requests that can be processed in twenty-one to sixty workdays. The Exceptional/Voluminous track is for requests requiring more than sixty workdays for processing. The Expedited track is for requests that have been granted expedited processing. Within each track, requests are usually processed on a first-in, first-out basis. Your request falls into the complex processing track.

You may narrow the scope of your request to obtain quicker processing in your currently-assigned track or move the request into a faster track. If you have any questions about this, please contact us.

We have classified you as a representative of the news media. As such, we may charge you for some of our duplication costs, but we will not charge you for our search or review costs; you also

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If you have any questions about our response to your request, you may contact Eileen Harke by phone at 703-358-2096 or by email at eileen_harke@fws.gov.

Sincerely,

CATHY
WILLIS



Digitally signed
by CATHY WILLIS
Date: 2019.03.28
21:20:31 -06'00'

Cathy Willis
FWS FOIA Officer